



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, October 4, 2017

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**

Wednesday October 4, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for September 6, 2017.
2. Approve Register of District Invoices (Invoices prepared for September 20, 2017 meeting that was cancelled).
3. Approve Register of District Invoices.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report - Contra Costa County Staff Report regarding an update on Urban Farm Animal Ordinance.
2. Sheriff's Office Report
3. CHP Report

E. LIAISON REPORTS

F. PRESENTATIONS

1. District Water Engineer Shobe – Update regarding the Water Meter Project.

G. BUSINESS AND ACTION ITEMS

1. Discussion and possible action to approve the Capacity Fee Charge Report for Fiscal Year 2016-2017.

H. MANAGER'S REPORT

I. INFORMATIONAL ITEMS ONLY

J. DIRECTORS' REPORTS

1. Standing Committee Reports
2. Other Reportable Items

K. GENERAL MANAGER'S REPORT

1. CPR Training for Staff – Held at the Community Center, Tuesday, October 17, 2017.

L. CORRESPONDENCE RECEIVED

1. Received East Contra Costa Fire Protection District meeting minutes for August 7, 2017.
2. Received Contra Costa County Department of Conservation and Development; Zoning Administrator for September 18, 2017.
3. Received Letter from Frank Visintin regarding Smart Meter Installation on September 15, 2017.

M. FUTURE AGENDA ITEMS

N. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7).

O. CLOSED SESSION

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (One Potential Cases).
2. Conference with Legal Counsel—Existing Litigation pursuant to Government Code Section 54956.9(a).
Name of Case and Case Number: Hofmann Land Development v. Town of Discovery Bay Community Service District.
Contra Costa County Sup. Ct. No, C-13-00274
3. Conference with Legal Counsel—Existing Litigation pursuant to Government Code Section 54956.9(a).
Name of Case and Case Number: Town of Discovery Bay Community Service District v. Veolia Water West Operating Services Inc.
Contra Costa County Sup. Ct. No, C-15-00421

P. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1).

Q. ADJOURNMENT

1. Adjourn to the next regular meeting of October 18, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday September 6, 2017
REGULAR MEETING 7:00 P.M.**

**Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By Vice-President Graves.
2. Pledge of Allegiance – Led by Vice-President Graves.
3. Roll Call – All present with the exception of President Leete.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Public Comment Regarding:

- Extending the dates beyond September 15, 2017 for the Community Center Swimming Pool.
- New Resident Deputy will be Radar trained.
- Speeding not improved on Discovery Point.

East Contra Costa Fire Protection District - Fire Chief Helmick – Provided a report regarding improving Transparency Education and Outreach Communications related to increased services (funding and how long will it take).

The Board thanked ECCFPD Fire Chief Helmick for the detailed report related to transparency and for identifying ways to fund increased services.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for August 16, 2017.
2. Approve Register of District Invoices.
3. Approve Annual Disclosure pursuant to California Government Code Section 53065.5.
4. Approve and adopt a Resolution for the Employee Medical Benefit Coverage for FY 2017-2018 and Successive Years.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Director Mayer.

Vote: Motion Carried – AYES: 4 – Vice-President Graves, Director Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Leete

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report – No report.
2. Sheriff's Office Report – Introductions - Delta Station Area Commander Steve Borbely and Resident Deputy Sarah Ballard.
Crime Prevention Specialist Fontenot – Provided the details of the August 2017 Sheriff Report. There was discussion regarding trespassing in the Discovery Bay Country Club, the Aloha Club incident and complaints (ongoing investigation).
3. CHP Report – Officer Thomas provided an update for the month of August. There was discussion regarding the speed control reports related to Discovery Bay Boulevard.

E. LIAISON REPORTS

None

F. PRESENTATIONS

None

G. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding the John Deere Equipment Purchase.

General Manager Davies – Provided the details regarding the purchase of the John Deere Utility Tractor with various attachments.

Parks and Landscape Manager Miller – Provided additional details regarding research of other manufactures for the Utility Tractor and this will be the first type of equipment for the landscaping.

Motion by: Director Pease to approve the Lowest Qualified Bid and Award Sale/Delivery to: Belkorp Ag in the amount of \$45,449.84.

Second by: Director Steele.

Vote: Motion Carried – AYES: 4 – Vice-President Graves, Director Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Leete

2. Discussion and possible action to adopt a Resolution for the Claims Policy and Procedure.

General Manager Davies – Provided the details regarding the Claims Policy and Procedure. There was discussion regarding the Claims Policy and Procedure related to being reviewed and recommended for approval by the Internal Operations Committee.

Motion by: Director Pease to approve a Board Policy on Claims and adopt Resolution No. 2017-17.

Second by: Director Mayer.

Vote: Motion Carried – AYES: 4 – Vice-President Graves, Director Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Leete

3. Discussion and possible action regarding the Activity Code of Conduct.

General Manager Davies – Provided the details regarding the Activity Code of Conduct which was reviewed and approved by the Parks and Recreation Committee. There was discussion related to the enforcement of the Activity Code of Conduct.

Motion by: Director Pease to adopt the Activity Code of Conduct.

Second by: Director Mayer.

Vote: Motion Carried – AYES: 4 – Vice-President Graves, Director Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Leete

Vice-President Graves commended staff for putting in place the Activity Code of Conduct.

4. Discussion to consider Annexing Parcels on Learning Tree Way into District's Service Boundaries.

General Manager Davies – Provided the details regarding the actual name as "Learning Lane", along with describing the lots requesting District water and wastewater services.

Water and Wastewater Manager Koehne – Provided additional details regarding the parties requesting District water and wastewater services.

Legal Counsel Attebery – Provided details regarding the LAFCO process related to boundary issues.

There was discussion related to the cost of the current water and wastewater connection fees. The owners provided a description of the intended use for the parcels (single family homes and agricultural). The discussion continued regarding the Sphere of Influence and boundary changes.

Legal Counsel Attebery – The recommendation is to table the item for the opportunity to discuss with LAFCO the process and bring back to the Board.

H. MANAGER'S REPORT

None

I. INFORMATIONAL ITEMS ONLY

None

J. DIRECTORS' REPORTS

1. Standing Committee Reports – Director Mayer – Provided the details of the ECCFPD meetings, Outreach Public Education and the Finance Committee.

2. Other Reportable Items

K. GENERAL MANAGER'S REPORT

None

L. CORRESPONDENCE RECEIVED

1. Received August 14, 2017 – Validation of Proposed Financing for California WaterFix.
2. Received August 15, 2017 – Contra Costa Special District Association Quarterly meeting minutes for July 17, 2017.

M. FUTURE AGENDA ITEMS

None

N. ADJOURNMENT

1. The meeting adjourned at 7:45 p.m. to the next regular meeting of September 20, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 09-08-17

<http://www.todb.ca.gov/agendas-minutes>

DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 4, 2017

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Register of District Invoices (Invoices prepared for September 20, 2017 meeting that was cancelled).

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 246,034.88

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2017/2018
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2017/2018
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2017/2018

AGENDA ITEM: C-2

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On September 20, 2017
Town of Discovery Bay CSD
For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Contra Costa County Reimbursement				
Commercial Tree Care	29851	Annual Palm Tree Pruning (Z61)	08/19/17	\$450.00
Tee Janitorial & Maintenance	8924	Janitorial Service Aug 2017 (Z57,Z61)	08/20/17	\$80.00
Mt. Diablo Resource Recovery	1371438	40 Yd Green Pull & Replace (Z35,Z57,Z61)	08/31/17	\$698.40
U.S. Bank Corporate Payment System	4246044555703473/817	Landscape Reimb (Z35,Z57,Z61)	08/25/17	\$234.95
Watersavers Irrigation Inc.	1886094-00	Landscape Maintenance (Z61)	09/05/17	\$69.09
		Contra Costa County	Sub-Total	\$1,532.44

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Water				
Alhambra	13710019 090117	Bottle Water Service	09/01/17	\$12.64
Badger Meter	80014029	Beacon Cellular Data Aug 2017	08/31/17	\$4,177.66
Big Dog Computer	BDC33335	IT Support, Software Update	09/01/17	\$68.00
Bill Brandt Ford	166985	Vehicle Repair & Maintenance	08/24/17	\$203.98
Bill Brandt Ford	167122	Vehicle Repair & Maintenance	07/31/17	\$288.42
California Rural Water Association	2017/2018	Membership 2017/2018	08/23/17	\$1,203.00
Cintas	185620582	Mats, etc.	08/30/17	\$35.05
Cintas	185621624	Mats, etc.	09/06/17	\$13.59
County Of Contra Costa, Dept of Info Tec	11217	Data Processing July 2017	08/17/17	\$20.60
Discovery Bay Designs	1281	Personal Protective Equipment	09/01/17	\$222.60
J.W. Backhoe & Construction, Inc.	2848	Water Leak Willow Lake Rd	09/07/17	\$2,760.13
J.W. Backhoe & Construction, Inc.	2849	Water Leak Cabrillo Pt	09/07/17	\$2,880.13
Kelly Priest	Brighton	Closed Account, Refund Overpayment	09/12/17	\$50.56
Koff & Associates	4032	Human Resources Staff Assistance	09/06/17	\$192.00
Luhdorff & Scalmanini	33165	Water Meter Project Aug 2017	08/27/17	\$31,577.06
Luhdorff & Scalmanini	33165	Professional Services Aug 2017	08/27/17	\$5,975.00
MailFinance	N6726387	Quarterly Postage Lease	09/02/17	\$85.83
Michael Davies	SEPT 2017	Expense Report Sept 2017	09/12/17	\$74.55
Mt. Diablo Resource Recovery	1371427	20Yd Trash Pull & Replace	08/31/17	\$160.00
Office Depot	952585466001	Office Supplies	08/11/17	\$6.27
Office Depot	954445849001	Office Supplies	08/17/17	\$58.12
Office Depot	954446339001	Office Supplies	08/17/17	\$11.81
Paul E. Vaz Trucking, Inc.	51864	Materiel 08/30/17	08/30/17	\$489.20
Paul E. Vaz Trucking, Inc.	51865	Freight 08/30/17	08/30/17	\$520.20
ReliaStar Life Insurance Company	#JR 457(B) 091517	457(b) 09/01/17-09/15/17	09/15/17	\$393.02
SDRMA	61187	Workers Compensation 2016-2017 Reconciliation	08/31/17	\$660.22
Tee Janitorial & Maintenance	8924	Janitorial Service Aug 2017	08/20/17	\$285.60
U.S. Bank	4740836	Annual Administration Fee	08/25/17	\$500.00
U.S. Bank Corporate Payment System	4246044555703473/817	Travel & Meeting	08/25/17	\$93.04
U.S. Bank Corporate Payment System	4246044555703473/817	Memberships	08/25/17	\$124.66
U.S. Bank Corporate Payment System	4246044555703473/817	Telephone General	08/25/17	\$411.47
U.S. Bank Corporate Payment System	4246044555703473/817	Telecom Networking	08/25/17	\$401.14
U.S. Bank Corporate Payment System	4246044555703473/817	Vehicle & Equipment Fuel	08/25/17	\$407.65
U.S. Bank Corporate Payment System	4246044555703473/817	Automotive Repair & Maintenance	08/25/17	\$406.50
U.S. Bank Corporate Payment System	4246044555703473/817	Info System	08/25/17	\$184.00
U.S. Bank Corporate Payment System	4246044555703473/817	Software	08/25/17	\$190.00
U.S. Bank Corporate Payment System	4246044555703473/817	Misc. Small Tools	08/25/17	\$98.43
U.S. Bank Corporate Payment System	4246044555703473/817	Postage	08/25/17	\$11.36
U.S. Bank Corporate Payment System	4246044555703473/817	Office Supplies	08/25/17	\$7.60
Univar	SJ835965	Chemicals Delivered 08/29/17	08/31/17	\$276.68
Univar	SJ835966	Chemicals Delivered 08/29/17	08/31/17	\$339.45
Upper Case Printing, Ink.	12285	Office Supplies	08/30/17	\$484.33
Veolia Water North America	90122190	Monthly O&M Fee Sept 2017, Retro May-August	09/14/17	\$57,985.55
Verizon Wireless	9791742829	Cell Phone Bill Aug 2017	08/26/17	\$328.87
		Water	Sub-Total	\$114,675.97

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Wastewater				
Alhambra	13710019 090117	Bottle Water Service	09/01/17	\$18.95
Big Dog Computer	BDC33335	IT Support, Software Update	09/01/17	\$102.00
Bill Brandt Ford	166985	Vehicle Repair & Maintenance	08/24/17	\$305.96
Bill Brandt Ford	167122	Vehicle Repair & Maintenance	07/31/17	\$432.63
Brentwood Ace Hardware	808/083117	General Repair	08/31/17	\$68.19
Brentwood Ace Hardware	808/083117	Building Maintenance	08/31/17	\$9.75

Cintas	185620582	Mats, etc.	08/30/17	\$52.58
Cintas	185620582	Uniforms	08/30/17	\$10.31
Cintas	185621624	Mats, etc.	09/06/17	\$20.38
Cintas	185621624	Uniforms	09/06/17	\$10.31
Comcast	8155400350232938/917	WWTP#2 Internet Service	09/03/17	\$109.05
Comcast	8155400350232946/917	WWTP#1 Internet Service	09/03/17	\$101.08
County Of Contra Costa, Dept of Info Tec	11217	Data Processing July 2017	08/17/17	\$30.90
Discovery Bay Designs	1281	Personal Protective Equipment	09/01/17	\$34.32
Discovery Pest Control	221488	Pest Control WWTP#1	09/05/17	\$70.00
Herwit Engineering	17-8	Professional Services Aug 2017	09/05/17	\$1,073.14
Koff & Associates	4032	Human Resources Staff Assistance	09/06/17	\$288.00
MailFinance	N6726387	Quarterly Postage Lease	09/02/17	\$128.75
Mt. Diablo Resource Recovery	1371427	20Yd Trash Pull & Replace	08/31/17	\$240.00
Office Depot	952585466001	Office Supplies	08/11/17	\$9.40
Office Depot	954445849001	Office Supplies	08/17/17	\$87.17
Office Depot	954446339001	Office Supplies	08/17/17	\$17.71
ReliaStar Life Insurance Company	#JR 457(B) 091517	457(b) 09/01/17-09/15/17	09/15/17	\$589.53
SDRMA	61187	Workers Compensation 2016-2017 Reconciliation	08/31/17	\$990.33
Tee Janitorial & Maintenance	8924	Janitorial Service Aug 2017	08/20/17	\$428.40
U.S. Bank	4740836	Annual Administration Fee	08/25/17	\$750.00
U.S. Bank Corporate Payment System	4246044555703473/817	PGE Funded Project, Pool Equip Enclosure	08/25/17	\$96.35
U.S. Bank Corporate Payment System	4246044555703473/817	Travel & Meetings	08/25/17	\$70.79
U.S. Bank Corporate Payment System	4246044555703473/817	Memberships	08/25/17	\$187.50
U.S. Bank Corporate Payment System	4246044555703473/817	Telephone General	08/25/17	\$1,177.53
U.S. Bank Corporate Payment System	4246044555703473/817	Telecom Networking	08/25/17	\$601.72
U.S. Bank Corporate Payment System	4246044555703473/817	Vehicle & Equipment Fuel	08/25/17	\$386.81
U.S. Bank Corporate Payment System	4246044555703473/817	Automotive Repair & Maintenance	08/25/17	\$609.76
U.S. Bank Corporate Payment System	4246044555703473/817	General Repairs	08/25/17	\$6.98
U.S. Bank Corporate Payment System	4246044555703473/817	Info System	08/25/17	\$241.05
U.S. Bank Corporate Payment System	4246044555703473/817	Software	08/25/17	\$285.00
U.S. Bank Corporate Payment System	4246044555703473/817	Postage	08/25/17	\$11.00
U.S. Bank Corporate Payment System	4246044555703473/817	Office Supplies	08/25/17	\$11.39
U.S. Bank Corporate Payment System	4246044555703473/817	Building Maintenance	08/25/17	\$91.30
Upper Case Printing, Ink.	12285	Office Supplies	08/30/17	\$726.50
Veolia Water North America	90122190	Monthly O&M Fee Sept 2017, Retro May-August	09/14/17	\$86,978.32
Verizon Wireless	9791742829	Cell Phone Bill Aug 2017	08/26/17	\$228.94

Wastewater Sub-Total \$97,689.78

Grand Total \$213,898.19

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On September 20, 2017
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Zone 8				
Brentwood Ace Hardware	808/083117	Misc. Small Tools	08/31/17	\$18.10
Brentwood Ace Hardware	808/083117	Landscape Maintenance	08/31/17	\$43.59
Cintas	185620582	Uniforms	08/30/17	\$48.38
Cintas	185621624	Uniforms	09/06/17	\$55.53
Commercial Tree Care	29851	Annual Palm Tree Pruning	08/19/17	\$18,190.00
Mt. Diablo Resource Recovery	17-0001966/083117	Com 2 Yd Bin	08/31/17	\$318.35
Mt. Diablo Resource Recovery	1371438	40 Yd Green Pull & Replace	08/31/17	\$349.20
Mt. Diablo Resource Recovery	1371427	20Yd Trash Pull & Replace	08/31/17	\$109.15
Tee Janitorial & Maintenance	8924	Janitorial Service Aug 2017	08/20/17	\$720.00
U.S. Bank Corporate Payment System	4246044555703473/817	Memberships	08/25/17	\$60.00
U.S. Bank Corporate Payment System	4246044555703473/817	Vehicle & Equipment Fuel	08/25/17	\$525.30
U.S. Bank Corporate Payment System	4246044555703473/817	Equipment Rental	08/25/17	\$37.71
U.S. Bank Corporate Payment System	4246044555703473/817	Landscape Maintenance	08/25/17	\$786.12
U.S. Bank Corporate Payment System	4246044555703473/817	Building Maintenance	08/25/17	\$83.58
Verizon Wireless	9791742829	Cell Phone Bill Aug 2017	08/26/17	\$132.62
Watersavers Irrigation Inc.	1883736-00	Landscape Maintenance	08/29/17	\$149.85
Watersavers Irrigation Inc.	1886638-00	Misc. Small Tools	09/06/17	\$101.17
Total				\$21,728.65
Community Center				
Alhambra	13710019 090117	Community Center-Bottle Water Service	09/01/17	\$30.58
Big Dog Computer	BDC33336	Community Center-IT Support	09/01/17	\$222.50
Brentwood Ace Hardware	808/083117	Community Center-Landscape Maintenance	08/31/17	\$34.63
Brentwood Ace Hardware	808/083117	Community Center-Building Maintenance	08/31/17	\$79.33
Brentwood Press & Publishing	204754	Community Center-Activity Guides	09/06/17	\$4,963.00
Cintas	185620582	Community Center-Mats, etc.	08/30/17	\$60.70
Cintas	185621624	Community Center-Mats, etc.	09/06/17	\$47.79
Discovery Pest Control	219224	Community Center-Pest Control	08/24/17	\$99.00
Karina Dugand	47	Community Center-Program Fees	08/31/17	\$1,098.00
Leslie's Pool Supplies, Inc.	27-369052	Community Center-Pool Chemicals	09/01/17	\$358.44
Mt. Diablo Resource Recovery	17-0013218/083117	Community Center-Com 3 Yd Bin	08/31/17	\$444.66
Office Depot	952820601001	Community Center-Office Supplies	08/14/17	\$136.07
Tee Janitorial & Maintenance	8924	Community Center-Janitorial Service Aug 2017	08/20/17	\$260.00
U.S. Bank Corporate Payment System	4246044555703473/817	Community Center-Training	08/25/17	\$79.16
U.S. Bank Corporate Payment System	4246044555703473/817	Community Center-Events	08/25/17	-\$724.84
U.S. Bank Corporate Payment System	4246044555703473/817	Community Center-Telephone General	08/25/17	\$392.73
U.S. Bank Corporate Payment System	4246044555703473/817	Community Center-Monthly Software	08/25/17	\$363.38
U.S. Bank Corporate Payment System	4246044555703473/817	Community Center-Office Supplies	08/25/17	\$45.54
U.S. Bank Corporate Payment System	4246044555703473/817	Community Center-Landscape Maintenance	08/25/17	\$78.06
U.S. Bank Corporate Payment System	4246044555703473/817	Community Center-Building Maintenance	08/25/17	\$633.11
U.S. Bank Corporate Payment System	4246044555703473/817	Community Center-Safety Supplies	08/25/17	\$20.91
U.S. Bank Corporate Payment System	4246044555703473/817	Community Center-Pool Chemicals	08/25/17	\$32.09
Verizon Wireless	9791742829	Community Center-Cell Phone Bill Aug 2017	08/26/17	\$53.49
Total				\$8,808.33
Grand Total				\$30,536.98

Request For Authorization To Pay Invoices (RFA)
For The Meeting On September 20, 2017
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/17 - 6/18

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185620582	Uniforms	08/30/17	\$75.17
Cintas	185621624	Uniforms	09/06/17	\$73.97
Discovery Bay Designs	1280	Personal Protective Equipment	09/01/17	\$437.49
Mt. Diablo Resource Recovery	1371438	40 Yd Green Pull & Replace	08/31/17	\$116.40
Tee Janitorial & Maintenance	8924	Janitorial Service Aug 2017	08/20/17	\$280.00
U.S. Bank Corporate Payment System	4246044555703473/817	Telephone General	08/25/17	\$7.73
U.S. Bank Corporate Payment System	4246044555703473/817	Equipment & Vehicle Fuel	08/25/17	\$305.06
U.S. Bank Corporate Payment System	4246044555703473/817	Equipment Maintenance	08/25/17	\$123.46
U.S. Bank Corporate Payment System	4246044555703473/817	Landscape Maintenance	08/25/17	\$47.79
Verizon Wireless	9791742829	Cell Phone Bill Aug 2017	08/26/17	\$132.64
			Total	\$1,599.71



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 04, 2017

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Mike Davies, General Manager

MRD

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 473,156.67

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2017/2018
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2017/2018
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2017/2018

AGENDA ITEM: C-3

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On October 04, 2017
Town of Discovery Bay CSD
For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Contra Costa County Reimbursement				
Tee Janitorial & Maintenance	8970	Janitorial Service Sept 2017 (Z57,Z61)	9/19/2017	\$80.00
		Contra Costa County	Sub-Total	\$80.00
Water				
Aflac	295347	Supplemental Insurance Sept 2017	09/25/17	\$331.30
American Water Works Association	7001418438/00441343	Membership 2017-2018	08/24/17	\$262.00
CaliforniaChoice Benefit Admin	2772895/53040	Medical Benefit Nov 2017	09/27/17	\$5,822.57
County of Contra Costa Public Works Dept	701250	Encroachment Permit	09/11/17	\$536.25
County Of Contra Costa, Dept of Info Tec	11283	Data Processing Charges Aug 2017	09/21/17	\$20.60
Croce, Sanguinetti & Vander Veen, Inc.	6380	Professional Services June 2017	09/22/17	\$835.00
Fastenal Company	CABRE18009	General Repairs	09/07/17	\$134.19
Freedom Mailing Service, Inc	32090	Water Bill Processing Aug 2017	09/21/17	\$2,165.57
J.W. Backhoe & Construction, Inc.	2835	Water Leak Newport Place	08/17/17	\$8,911.49
J.W. Backhoe & Construction, Inc.	2851	Concrete Pour Riverlake & Dune Point	09/11/17	\$2,247.54
J.W. Backhoe & Construction, Inc.	2852	Replace Gate Valve Dune Point	09/12/17	\$15,559.38
J.W. Backhoe & Construction, Inc.	2855	Replace Manifold Discovery Point	09/12/17	\$2,658.13
J.W. Backhoe & Construction, Inc.	2856	Water Leak Drake Ct	09/12/17	\$1,397.68
J.W. Backhoe & Construction, Inc.	2859	Raise Valve Can Willow Lake Rd	09/12/17	\$1,004.14
J.W. Backhoe & Construction, Inc.	8	Water Meter Project Progress Payment 8	08/20/17	\$213,285.74
Kristy Anderson	Coral S Ct	Closed Account, Refund Overpayment	09/19/17	\$11.66
Neopost	7900044908384658/917	Postage	09/14/17	\$17.40
Neumiller & Beardslee	287140	Water Meter Project July 2017	09/14/17	\$959.00
Neumiller & Beardslee	287140	Professional Services July 2017	09/14/17	\$7,549.34
Office Depot	937225093001	Office Supplies	07/21/17	\$43.10
Office Depot	952585464001	Office Supplies	08/11/17	\$12.79
Office Depot	960880066001	Office Supplies	09/07/17	\$57.64
Pacific Gas & Electric	1521433231-2/091217	Electric & Gas Bill	09/12/17	\$11,589.23
Pacific Gas & Electric	2943721807-5/091117	Electric & Gas Bill	09/11/17	\$46,277.37
ReliaStar Life Insurance Company	#JR52 457(B) 093017	457(b) 09/16/17-09/30/17	09/30/17	\$393.02
Ricoh USA, Inc	5050378349	Photocopier	09/15/17	\$69.91
SDRMA	24500	Ancillary Benefits Oct 2017	09/25/17	\$571.75
Shred-It USA-Concord	8123109971	Shredding Service	09/07/17	\$23.33
TASC	450775312003/1017	IRS Section 125 Health Savings Plan Oct 2017	09/28/17	\$289.99
Tee Janitorial & Maintenance	8970	Janitorial Service Sept 2017	09/19/17	\$285.60
Univar	SJ837221	Chemicals Delivered 09/05/17	09/07/17	\$241.80
Univar	SJ837223	Chemicals Delivered 09/05/17	09/07/17	\$330.15
Univar	SJ838870	Chemicals Delivered 09/13/17	09/15/17	\$325.50
Univar	SJ838871	Chemicals Delivered 09/13/17	09/13/17	\$255.75
		Water	Sub-Total	\$324,475.91
Wastewater				
Aflac	295347	Supplemental Insurance Sept 2017	09/25/17	\$496.96
CaliforniaChoice Benefit Admin	2772895/53040	Medical Benefit Nov 2017	09/27/17	\$8,733.86
County Of Contra Costa, Dept of Info Tec	11283	Data Processing Charges Aug 2017	09/21/17	\$30.90
Croce, Sanguinetti & Vander Veen, Inc.	6380	Professional Services June 2017	09/22/17	\$1,252.50
Dept. Of Motor Vehicles	ACH00121C606	Ownership History 2006 Achilles	09/26/17	\$5.00
J.W. Backhoe & Construction, Inc.	2854	Water Leak WWTP#2	09/12/17	\$5,481.29
J.W. Backhoe & Construction, Inc.	2858	Water Leak WWTP#2	09/12/17	\$3,925.32
Neopost	7900044908384658/917	Postage	09/14/17	\$26.10
Neumiller & Beardslee	287140	Professional Services July 2017	09/14/17	\$8,159.01
Office Depot	937225093001	Office Supplies	07/21/17	\$64.64
Office Depot	952585464001	Office Supplies	08/11/17	\$19.19
Office Depot	960880066001	Office Supplies	09/07/17	\$86.45
Pacific Gas & Electric	1181942262-4/090817	Electric & Gas Bill	09/08/17	\$4,889.27
Pacific Gas & Electric	7312115758-7/091417	Electric & Gas Bill	09/14/17	\$43,116.03
ReliaStar Life Insurance Company	#JR52 457(B) 093017	457(b) 09/16/17-09/30/17	09/30/17	\$589.53
Ricoh USA, Inc	5050378349	Photocopier	09/15/17	\$104.87
SDRMA	24500	Ancillary Benefits Oct 2017	09/25/17	\$857.63
Shred-It USA-Concord	8123109971	Shredding Service	09/07/17	\$34.99
TASC	450775312003/1017	IRS Section 125 Health Savings Plan Oct 2017	09/28/17	\$434.98
Tee Janitorial & Maintenance	8970	Janitorial Service Sept 2017	09/19/17	\$428.40
		Wastewater	Sub-Total	\$78,736.92
		Grand Total		\$403,292.83

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On October 04, 2017
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Zone 8				
Comcast	8155400350357156/917	Internet Service Sept 2017	09/15/17	\$169.82
Pacific Gas & Electric	0869258994-1/091017	Electric & Gas Bill	09/10/17	\$512.63
Pacific Gas & Electric	5939734421-5/091517	Electric & Gas Bill	09/15/17	\$8,268.40
Tee Janitorial & Maintenance	8970	Janitorial Service Sept 2017	09/19/17	\$720.00
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 8/01/17-8/31/17	08/31/17	\$114.24
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 8/01/17-8/31/17	08/31/17	\$2,023.86
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 8/01/17-8/31/17	08/31/17	\$801.37
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 8/01/17-8/31/17	08/31/17	\$699.80
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 8/01/17-8/31/17	08/31/17	\$200.51
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 8/01/17-8/31/17	08/31/17	\$123.15
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 8/01/17-8/31/17	08/31/17	\$475.75
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 8/01/17-8/31/17	08/31/17	\$46.76
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 8/01/17-8/31/17	08/31/17	\$46.76
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 8/01/17-8/31/17	08/31/17	\$97.13
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 8/01/17-8/31/17	08/31/17	\$196.08
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 8/01/17-8/31/17	08/31/17	\$54.87
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 8/01/17-8/31/17	08/31/17	\$232.06
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 8/01/17-8/31/17	08/31/17	\$555.88
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 8/01/17-8/31/17	08/31/17	\$29.68
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 8/01/17-8/31/17	08/31/17	\$29.60
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 8/01/17-8/31/17	08/31/17	\$29.60
Town of Discovery Bay, CSD	550	Payroll Reimbursement Aug 2017	09/19/17	\$20,515.31
Watersavers Irrigation Inc.	1889550-00	Landscape Maintenance	09/13/17	\$174.38
Watersavers Irrigation Inc.	1889780-00	Misc. Small Tools	09/13/17	\$92.22
Watersavers Irrigation Inc.	1890684-00	Landscape Maintenance	09/15/17	\$138.79
Total				\$36,348.65
Community Center				
Comcast	8155400350238372/917	Community Center-Internet Service Sept 2017	09/22/17	\$197.67
Leslie's Pool Supplies, Inc.	27-370258	Community Center-Pool Chemicals	09/14/17	\$497.61
Lincoln Equipment, Inc.	S1325179	Community Center-Pool Chemicals	09/06/17	\$315.65
Office Depot	958587052001	Community Center-Office Supplies	08/30/17	\$98.60
Pacific Gas & Electric	5702839598-6/091017	Community Center-Electric & Gas Bill	09/10/17	\$2,053.70
Tee Janitorial & Maintenance	8970	Community Center-Janitorial Service Sept 2017	09/19/17	\$260.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 8/01/17-8/31/17	08/31/17	\$293.14
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 8/01/17-8/31/17	08/31/17	\$1,481.33
Town of Discovery Bay, CSD	550	Community Center-Payroll Reimbursement Aug 2017	09/19/17	\$19,584.21
Total				\$24,781.91
Grand Total				\$61,130.56

Request For Authorization To Pay Invoices (RFA)
For The Meeting On October 04, 2017
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/17 - 6/18

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Pacific Gas & Electric	0403377952-3/090817	Electric & Gas Bill	09/08/17	\$156.57
Tee Janitorial & Maintenance	8970	Janitorial Service Sept 2017	09/19/17	\$280.00
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 8/01/17-8/31/17	08/31/17	\$358.82
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 8/01/17-8/31/17	08/31/17	\$2,772.25
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 8/01/17-8/31/17	08/31/17	\$399.36
Town of Discovery Bay, CSD	549	Payroll Reimbursement Aug 2017	09/19/17	\$4,766.28
			Total	\$8,733.28



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 4, 2017

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Discussion and Possible action to approve Capacity Fee Charge Report for Fiscal Year 2016-2017.

Recommended Action

Approval of the Capacity Fee Charge Report for the Fiscal Year 2016-2017.

Executive Summary

Each year, the District is required to prepare a "Capacity Fee Charge" Report within 180 days of the end of each fiscal year. The report identifies those charges deposited into the District's capacity charges account, the amount in the account, how and when the charges were expended, and a description of all improvements completed or to be completed with the capacity charge funds.

For FY 2016/17, Water capacity charges in the amount of \$257,050.00 and Wastewater capacity charges in the amount of \$298,461.00 were collected in the fiscal year. An additional \$30,210.00 has also been paid to account for administrative, connection and inspection fees and charges.

No funds were spent during the reporting period. It should be noted, however, that there are a number of projects that will be moving forward which require the expenditure of these funds. The projects are included in the Town's Five-Year Capital Improvement Program.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

This is an annual action of the Board.

Attachments

Capacity Fees Collected for 2016-17

AGENDA ITEM: G-1

Capacity Fee Totals Received FY 2016-2017

Customer	Invoice Date	Inv#	Admin/Connect/Inspect Fee	W Cap Fee	WW Cap Fee
Echelcon Inc.	07/20/16	474	\$ 570.00	\$ 4,850.00	\$ 12,030.00
Kiper Homes	11/29/16	494	\$ 4,560.00	\$ 38,800.00	\$ 40,872.00
Krista Mashore	12/01/16	495	\$ 570.00	\$ 4,850.00	\$ 12,030.00
Precision Plumbing	01/13/17	500	\$ 570.00	\$ 4,850.00	\$ 12,030.00
Oleson Development	04/14/17	514	\$ 570.00	\$ 4,850.00	\$ 12,030.00
Kiper Homes	04/27/17	518	\$ 2,850.00	\$ 24,250.00	\$ 25,545.00
Kiper Homes	05/11/17	519	\$ 2,280.00	\$ 19,400.00	\$ 20,436.00
Kiper Homes	05/24/17	524	\$ 4,560.00	\$ 38,800.00	\$ 40,872.00
Kiper Homes	06/13/17	526	\$ 4,560.00	\$ 38,800.00	\$ 40,872.00
Kiper Homes	06/27/17	530	\$ 9,120.00	\$ 77,600.00	\$ 81,744.00
TOTAL			\$30,210.00	\$257,050.00	\$298,461.00



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes

Board of Directors Regular Meeting

Monday August 07, 2017 6:30 P.M.

***Meeting Location: Brentwood City Council Chambers,
150 City Park Way, Brentwood***

BOARD OF DIRECTORS		
Joy Benson	Joel Bryant-President	Tom Johnson
Robert Kenny	Brian Oftedal -Vice President	Erick Stonebarger
Cheryl Morgan	Joe Young	Adam Langro

6:30PM – Call to Order: (6:30 P.M.)

PLEDGE OF ALLEGIANCE: (6:30 P.M.)

ROLL CALL: (6:31 P.M.)

Directors Present: Benson, Bryant, Johnson, Kenny, Langro, Morgan, Oftedal, Stonebarger
Young

Directors Absent:

PUBLIC COMMENTS: (6:31 P.M.)

There were two (2) Public Speakers – Mark Whitlock, Jessica LaChance-Mellan

CONSENT CALENDAR: (6:34 P.M.)

C.1 Approve Minutes from July 10, 2017 Board of Directors Meeting

C.2 Receive and File Report on Reimbursements Over \$100 for Fiscal Year 2016-2017

Motion by: Director Young to approve consent items C.1 & C.2

Second by: Director Stonebarger

Vote Carried: 9:0:0

Ayes: Benson, Bryant, Johnson, Kenny, Langro, Morgan, Oftedal, Stonebarger, Young

Noes:

Abstained:

Absent:

DISCUSSION ITEMS

D.1 Receive and File Annual Financial Audit for Fiscal Year 2014-2015: (6:38 P.M.)

There was no (0) Public Speaker.

Motion by: Director Young to Receive and File Annual Financial Audit for Fiscal Year 2014- 2015

Second by: Director Kenny

Vote Carried: 9:0:0

Ayes: Benson, Bryant, Johnson, Kenny, Langro, Morgan, Oftedal, Stonebarger, Young

Noes:

Abstained:

Absent:

D.2 Seek Volunteers for Board Policy Review Ad Hoc Advisory Committee: (6:42 P.M.)

There was no (0) Public Speaker.

Directors Benson and Johnson expressed interest in being considered for the Board Policy Review Ad Hoc Advisory Committee. President Bryant took the matter under advisement.

D.3 Appoint a Director to Redevelopment Successor Agency Oversight Board for the City of Oakley: (6:49 P.M.)

There was no (0) Public Speaker.

The Board discussed this item, but postponed action until after Item D.4 pending answers to questions on the Successor Agency meeting schedule.

D.4 Receive Operational Update for July 2017: (6:57 P.M.)

There was one (1) Public Speaker – Jessica LaChance-Mellan

D.3 Appoint a Director to Redevelopment Successor Agency Oversight Board for the City of Oakley: (6:59 P.M.)

The Board resumed discussion of Item D.3.

Motion by: Director Benson to Appoint Director Oftedal to the Redevelopment Successor Agency Oversight Board for the City of Oakley

Second by: Director Kenny

Vote Carried: 9:0:0

Ayes: Benson, Bryant, Johnson, Kenny, Langro, Morgan, Oftedal, Stonebarger, Young

Noes:

Abstained:

Absent:

INFORMATIONAL STAFF REPORTS: (7:02 P.M.)

1. Receive Update on Aid Agreement with Contra Costa County Fire Protection District
2. Receive Update on Proposed Assembly Bills 898 and 899
3. Receive Update on Assembly Bill 1598 regarding "Active Shooter Incidents"

4. Receive Update on Supplying Aid to Victims of Emergency Program (SAVE) Program

DIRECTORS' COMMENTS: (7:16 P.M.)

Director Young reported on meetings he had with Supervisor Diane Burgis's office and Senator Steve Glazer's office.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (7:18 P.M.)

1. Receive a report on the Special District Leadership Academy

Directors Oftedal and Benson reported back on the academy they attended July.

RECESS TO CLOSED SESSION ON THE FOLLOWING MATTERS: (7:21 P.M.)

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representative: Glenn Berkheimer
Employee Organization: International Association of Fire Fighters, Local 1230
2. Conference with Legal Counsel – Anticipated Litigation
Initiation of litigation pursuant to Government Code Section 54956.9(d) (4): 1 potential case

REPORT ON CLOSED SESSION: (7:21 P.M.)

No reportable actions were taken in the closed sessions.

ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: September 11, 2017:
(7:46 P.M.)

CONTRA COSTA COUNTY ZONING ADMINISTRATOR

MONDAY, SEPTEMBER 18, 2017

30 MUIR ROAD

MARTINEZ, CA 94553

TownOfDiscoveryBay CSD
Received

SEP 13 2017

1:30 P.M.

NOTICE: The Zoning Administrator may alter the order of agenda items at the meeting.

The Community Development Division of the Department of Conservation and Development will provide reasonable accommodations to those persons needing translation services and for persons with disabilities who wish to participate in Zoning Administrator meetings. Please contact Hiliana Li at least 48 hours before the meeting at (925) 674-7792.

1. PUBLIC COMMENTS:
2. DEVELOPMENT PLAN: CONTINUED PUBLIC HEARING
- 2a. CLIFTON SCHOFIELD (Applicant and Owner), County File #DP17-3015: The applicant requests design review approval to construct a new two-story, 1,640 square-foot single-family residence, with an attached 280 square-foot garage, with two new retaining walls, and a tree permit to allow work within the dripline of one Oak tree (17-inches in trunk diameter). The applicant is also seeking annexation to extend water service to the property that is outside of the City limits. The subject property is located at a vacant lot on Birch Street, adjacent to 2484 Birch Street in the unincorporated Martinez area. (Zoning: Single-Family Residential District (R-6); APN: 375-192-009) (Continued from 09/06/17 LC) DV Staff Report
3. LAND USE PERMIT: CONTINUED PUBLIC HEARING
- 3a. MARIA ROBLES (Applicant) - PHILIP WELTIN (Owner), County File #LP17-2010: The applicant is requesting approval of a Land Use Permit to operate a take-out food establishment (taco truck) in the parking lot of the Aloha Club. Hours of operation will be Sunday through Thursday: 12:00 pm to 12:00 am, and Friday and Saturday: 12:00 pm to 1:30 am. No expansion of alcohol sales is part of this Land Use Permit proposal. The project is located at 3045 Taylor Lane in the Byron area. (Zoning: Retail Business District and Exclusive Agricultural District, R-B/A-40) (Assessor's Parcel Number: 011-190-027) (Continued from 09/06/17 TM) FA Staff Report
4. MINOR SUBDIVISION/DEVELOPMENT PLAN: PUBLIC HEARING
- 4a. NINH LE (Applicant) - 1ST DESIGN FORSALE INC. (Owner), County File #MS16-0003/DP16-3016: The applicant requests approval of a condominium conversion tentative map to divide an existing commercial building into three condominium units and a common parcel. The proposed subdivision includes the merging of two parcels into one 17,242 square-foot common parcel and the subdivision of an existing commercial building into three new commercial condominium units. This application also includes a development plan to construct exterior modifications to the existing building and redevelop the common area parcel with a redesigned parking lot, seating area and landscaping. The subject property is located at 640 Parker Avenue in the Rodeo area. (Zoning: Rodeo Planned Unit District (P-1); APN: 357-111-029 & -031) DB Staff Report
5. LAND USE PERMIT: PUBLIC HEARING
- 5a. KEN QUICK (Applicant) - NEW COVENANT CHURCH (Owner), County File #LP17-2013: The applicant requests approval of a Land Use Permit/Development Plan combination to allow a new 4-foot by 12-foot WELCOME SIGN to the area of Bethel Island that will be visible from Bethel Island Road. The new sign is not related to the New Covenant Church even though it will be located on their property. The project site is located at the southwest corner 6130 Bethel Island Road, in the Bethel Island area. (Zoning: Retail-Business (R-B), Flood Hazard Combining District (-FH); APNs: 031-093-033, -035, & -044) DV Staff Report

6. COMPLIANCE REVIEW: PUBLIC HEARING

- 6a. PAUL ENEA (Applicant) - MARK CHERNO (Owner), County File #CV17-0036: The applicant requests approval of a modification to Condition of Approval #10 B(1) of Minor Subdivision #MS96-0016 to allow an exterior renovation of the northern portion of the residence that will have flat rooflines where pitched roofs are required. The project includes a new terrace, minor exterior remodeling of the entire building, and new landscaping for the property. The subject property is located at 1021 Via Del Gato, in the Alamo area. CEQA: The Zoning Administrator will consider the adoption of a Mitigated Negative Declaration and related findings for this project. (Zoning: General Agricultural (A-2); APN: 197-020-024) DV Staff Report

PLEASE NOTE: THE NEXT MEETING OF THE CONTRA COSTA COUNTY ZONING ADMINISTRATOR WILL BE HELD ON MONDAY, OCTOBER 2, 2017.

Staff reports prepared for hearing items may be obtained by calling the Community Development Division at (925) 674-7792 or by visiting our office at 30 Muir Road, Martinez, California. Environmental Impact Reports have been prepared for each of the agenda items indicated by an asterisk (*).

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Community Development Division to the Zoning Administrator less than 72 hours prior to that meeting are available for public inspection at the Community Development Division of the Department of Conservation and Development, 30 Muir Road, Martinez, California during normal business hours.

Recordings of this hearing are available for reviewing or copying purposes at the Community Development Division of the Department of Conservation and Development, 30 Muir Road, Martinez, California during normal business hours. We are open continuously from 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 4:00 p.m. on Friday. Advance arrangements may be made by calling (925) 674-7205.

Frank J. Visintin
940 Discovery Bay Boulevard
Discovery Bay, CA 94505

Discovery Bay (CD)
Received
SEP 15 2017

September 15, 2017

Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

Subject: Smart Meter Installation

As stated numerous times since early 2017, installation of a digital electric smart water meter on our property is in violation of the law.

All digital electric smart meters are unlawful surveillance devices calling for prison terms for those who install those devices without consent.

All digital electric smart meters violate the Fourth Amendment of the U.S. Constitution with non-consensual search of private property punishable with prison terms.

All digital electric smart meters unlawfully emit radiation of a type known and shown to cause cancer, neurological illnesses and injuries, and a host of symptoms and medical problems. This radiation constitutes assault and public endangerment; and is a criminal violation calling for prison sentences and major fines.

All digital electric smart meters violations afford unlimited civil claims.

We are PG&E smart meter opt-out program customers. In February 2017, we requested (and were denied) an opt-out smart water meter program from the Town of Discovery Bay. Yet other California (and other State) communities provide opt-out smart meter programs.

Safeguarding ones health and safety is paramount to a long life and the pursuit of happiness. We shall consent, under duress, to a digital electronic water meter per attached page 2 of 2. We shall not consent to any removal of the Town of Discovery Bay's legal responsibility regarding unlawfully emitted radiofrequency waves and unlawful surveillance. All water bill payments shall state "PAID UNDER PROTEST".

Sincerely,



Frank J. Visintin
925-642-5402

A. WHEREAS. California Assembly Bill 2572 mandates a "SUITABLE WATER METER" by January 1, 2025, NOT a SMART WATER METER; and,

B. WHEREAS. The Town of Discovery Bay IS NOT mandated to install SMART WATER METERS, ONLY "SUITABLE WATER METERS"; and,

C. WHEREAS. SMART METERS (water, gas, and electric) emit radiofrequency radiation waves that HAVE BEEN scientifically proven to injure living things; and,

D. WHEREAS. SMART METERS (water, gas, and electric) HAVE BEEN scientifically proven to transmit personal data, in violation of the Fourth Amendment of the United States; and,

E. WHEREAS. The Community Services District (CSD) board of the Town of Discovery Bay PASSED a resolution (5 to 0) to not allow a SMART WATER METER "OPT-OUT" program; and,

F. WHEREAS. Large and small utility companies allow customers to "OPT-OUT" of SMART METER (water, gas, and electric) installation before and after installation, for free or with a monthly charge, including programs that allow smart water meters read by customers; and,

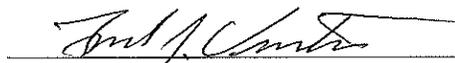
G. WHEREAS. We offered to pay a reasonable monthly fee based on our research of numerous large and small utility's smart water meter fees; and, shared that data with the Town of Discovery Bay to "OPT-OUT" of the SMART METER program; and,

H. WHEREAS. We offered to photograph the installed water meter and send the picture to the Town of Discovery Bay to eliminate the need for the Town of Discovery Bay's employee from coming to our house to read the installed water meter; and,

I. WHEREAS. Case law supports consumer protection from SMART METERS (water, gas, and electric); and,

J. WHEREAS. PG&E removed its gas and electric SMART METERS from our property due to health and privacy concerns.

NOW, THEREFORE, in order for the Town of Discovery Bay to accomplish its water meter installation goal by January 1, 2025, per Assembly Bill 2572, we agree, under duress, to the SMART WATER METER installation on our property. Our permission is given under strong protest; and, we shall hold the CSD Board members, Town of Discovery Bay, Town of Discovery Bay Staff, and Town of Discovery Bay Contractors liable for any adverse health and privacy issues commencing the date of the SMART WATER METER installation on our property; and, shall pursue legal action should health and/or privacy matters become an issue after the SMART WATER METER installation on our property.

HOMEOWNER
FRANK J. VISINTIN  Dated: 9-15-2017